

Competitor Orientation

Led by the Event Manager

- *The time listed in the ILC program is the beginning of the event. You should check-in students, begin orientation, and then the event. Competitors are only given the event check-in time, so everyone should arrive at the listed time in the program.*
- *The Lieutenant will attend this meeting, when possible, to offer support to the Event Manager*
- *Be positive, smile, high energy, congratulate them on accomplishments (ease their nerves!)*

CHECK-IN PROCESS (Refer to the Check-in Process Handout to manage the check-in process)

COMPETITOR ORIENTATION SCRIPT (All Events)

READ THE FOLLOWING DURING THE ORIENTATION FOR ALL EVENTS:

(Items in parentheses are notes for Event Manager and should be reviewed ahead of Orientation)

WELCOME:

Welcome to HOSA – Future Health Professionals International Leadership Conference 2018.

Congratulations on making it to this level of competition. *(Introduce self and other event personnel as appropriate).*

GUIDELINES:

(Highlight anything applicable from the event guidelines, including any equipment needed by the competitor and read to the students.)

RECOGNITION EXPLANATION:

The top 10 finalists in each division will be recognized during the Awards Session on Saturday night and 1-3rd place winners will receive medallions.

(If applicable, ask your CE Lt prior to the event if this applies) – A special scholarship is attached for the winner of this event, it will be announced during the Awards Session.

(If applicable) - Recognition and Pilot events will be recognized during the Recognition Session on Friday night.

ETHICS and INTEGRITY:

As future healthcare professionals, HOSA members are held to a higher standard in regard to their ethical behavior as competitors. HOSA members should follow the international rules and act with honor at all times. Plagiarism, copyright violation and falsification of information is prohibited. Any attempt to lie, cheat, or gain an unfair advantage will not be tolerated. Competitors may be disqualified for violation of the ethics rules.

(If applicable) - Scenarios or secret topics must be kept confidential until the conclusion of the event. Discussion of secret topics before the conclusion of the event is an ethical violation and will be handled by HOSA staff.

FAIR EVENT CONDITIONS:

Every effort will be made to provide you with the optimal event conditions. While the event may not be exactly like your state competition, be assured that our first priority is fairness and equality for all competitors. You may experience cold/hot meeting rooms, tight spaces, loud noises next door, and multiple competitors or sections in the same room. Please know that even if things may not be optimal in some cases, everyone has the same event conditions. No matter what you encounter, have enough confidence in your skills to focus on doing your best and enjoying the entire ILC experience.

Please note that even though Middle School, Secondary, and Post-secondary competitors may be testing in the same room or sharing the same judges or event space, they are not being judged against each other.

EVALUATIONS:

All round one and round two events have event evaluations that you are expected to complete. It is the only way we can improve. Please complete them and be specific when offering recommendations for change.

IMMEDIATE INTERVENTION:

Every effort is made to follow the event guidelines. If you perceive an error has been made during this event, you should immediately come to me, the Event Manager, to voice your concern.

ROUND ONE IF NOT A TEST:

- Cell phones/smart devices/watches must be secured with your personal belongings during a non-testing event.
- The location for your event report is _____.
- You should plan to arrive 15 minutes prior to your scheduled appointment time.
- Your specific appointment times can be found on the HOSA app. If you don't have internet access, the appointment times are also at CE Headquarters or with event staff after orientation.

EVENTS WITH A ROUND TWO:

The posting time and location for this event is: _____

A "Round Two Information Sheet" will be posted along with the list of finalists. Please read this Information Sheet as it tells you what you can expect in the round two event.

Bus Departure Times or Appointment times for round two are also posted on the HOSA app and at CE Headquarters.

Date, Time, and Location of Round Two: _____

(If applicable) – If you will be traveling off –site.

- For events at El Centro, your appointment time is the time you need to report to El Centro. You are responsible for ensuring you arrive on time. Please refer to the map and directions included in the round two information sheet for building locations and entrances. El Centro is one stop away from the Convention Center on the DART.
- For events taking a bus, your appointment time is the time your bus departs from Convention Center, Lower Lobby DEF. Plan to arrive to the bus departure location at least 15 minutes prior to the scheduled departure time.

(If applicable for skill events other than PC or LSS)– For skill event scenarios the time starts when you receive the scenario. In some cases, you may be given one minute prior to starting the skill to familiarize yourself with the equipment you will be using for the skill. You may take the scenario into competition and refer to it during the event. At the conclusion of the skill, event personnel will collect the scenario card.

(If applicable for PC or LSS) – The scenario will be read aloud for all competitors. Your timing for the skill will begin after the scenario is read out loud to you.

IF THE EVENT HAS A TEST FOLLOWING THE ORIENTATION:

TEST INSTRUCTION SCRIPT *(to be read immediately preceding test. Announcer: fill in blanks/make choices below before reading.)*

Today you will be taking _____ test. Do not turn the first page of the test booklet until instructed to do so.

All personal belongings need to be placed under your chair. Cell phones or any type of smart devices/watches must be powered off and lying face down on the table in front of you. Do not touch it during testing. Please note: Event Personnel may be using their phones as timers during the event.

Please check your test booklet & scantron. Do you have the right test? Is the pre-printed information on the scantron correct? Please let event personnel know if there is a problem.

Mark your competitor division on the scantron (Middle School, SS if you are in high school, or PSC if you are in post-secondary or college).

Write your competitor ID on the test booklet. On the tie-breaker pages (if applicable) write your competitor ID, name and school (when you open to that page during testing).

Fill in your test number on your scantron in the appropriate box. Stray marks in the margin or edges may make your scantron unreadable for the computer.

On your evaluation form, please mark the event code. The Event Code for this event is _____,

You MAY use the back of pages and the margins of the test booklet as scratch paper.

Use a #2 pencil, fill in the bubble on scantron completely that corresponds with your chosen answer. If you skip a question, be sure to skip the corresponding number on the scantron. If the table has a tablecloth, place your scantron on top of the test booklet before bubbling.

Use a #2 pencil to complete the evaluation.

Mechanical pencils are discouraged for use on the scantron.

Do not chew gum or make unnecessary noise during the test.

If you have personal needs or questions once the test has begun, please raise your hand. If you must use the restroom someone will escort you; there is no extra time given for the completion of the test.

You may remove your blazer/jacket if needed.

This is a _____ item multiple choice test. Read each question carefully as there is only one best answer. There is no penalty for guessing, so answer all questions.

This test has a tie-breaker. The tie-breaker is _____. Please print clearly. Do not remove the tie-breaker page from the test booklet. (If applicable)

There will be a verbal announcement when there is 15 minutes remaining. You have _____ minutes to complete this test.

When you are finished, complete the event evaluation then return all your test materials and evaluation to _____.

Please exit the room quietly. After you exit, please leave the area so there is not any talking or noise outside of the room.

Special instructions or announcements as applicable:

- Medical Math & Pharmacology require 2 pieces of scratch paper. HOSA provides the calculator in Medical Math.
- A typo has been found on this test as follows: _____
- Other special instructions: _____

FOR ALL EVENTS:

ANSWER COMPETITOR QUESTIONS. THANK THEM AND WISH THEM LUCK!

You may now begin....